

Residential & Commercial
Sales, Lettings & Management

51 Brent Street
Hendon
London
NW4 2EA

Tel: 0208 203 4567

Fax: 0208 202 6517

Email: info@abcestates.co.uk

Web: www.abcestates.co.uk

IN-HOUSE COMPLAINTS PROCEDURE

We are committed to providing a professional service to all our clients and customers. When something goes wrong, we need you to tell us about it. This will help us to improve our standards.

If you have a complaint, please put it in writing, including as much detail as possible. We will then respond in line with the timeframes set out below (if you feel we have not sought to address your complaints within eight weeks, you may be able to refer your complaint to the Property Ombudsman to consider without our final viewpoint on the matter).

What will happen next?

- We will send you a letter acknowledging receipt of your complaint within three working days of receiving it, enclosing a copy of this procedure.
- We will then investigate your complaint. This will normally be dealt with by the office manager who will review your file and speak to the member of staff who dealt with you. A formal written outcome of our investigation will be sent to you within 15 working days of sending the acknowledgement letter.
- If, at this stage, you are still not satisfied, you should contact us again and we will arrange for a separate review to take place by a senior member of staff.
- We will write to you within 15 working days of receiving your request for a review, confirming our final viewpoint on the matter.
- If you are still not satisfied after the last stage of the in-house complaint procedure (or more than 8 weeks has elapsed since the complaint was first made) you can request an independent review from The Property Ombudsman without charge.

**The Property Ombudsman, Milford House, 43-55 Milford Street, Salisbury
Wiltshire, SP1 2BP. Tel 01722 333 306**

admin@tpos.co.uk

www.tpos.co.uk

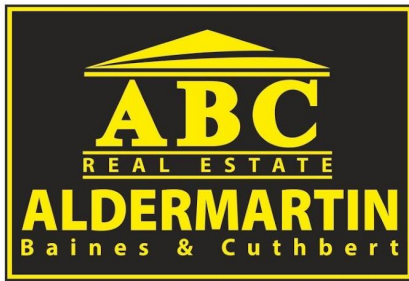
Other offices located at:

179 Station Road, Edgware, Middlesex, HA8 7JX Tel: 020 8621 4000 Fax: 020 8621 4001 E: office@abcestates.co.uk

17 Hanover Square, Mayfair, London, W1S 1BN Tel: 020 7016 7734 Fax: 020 7408 9456 E: westend@abcestates.co.uk



ABC Hendon Limited
Registered office: 4 Chase Side,
Enfield, Middlesex EN2 6NF
Registered in England Number: 09161609
VAT No. 320 2569 35



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Please note the following:

You will need to submit your complaint to The Property Ombudsman within 12 months of receiving our final viewpoint letter, including any evidence to support your case.

The Property Ombudsman requires that all complaints are addressed through this in-house complaint's procedure, before being submitted for an independent review.

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